

## **Superior Court of California, County of Tuolumne**

Date Posted: May 17, 2005

### **Position Announcement:**

Fiscal Technician

**Final filing date:** June 3, 2005

**Salary:** \$13.73 to \$16.76 per hour (Effective July 1, 2005: \$14.72 per hour to \$17.97 per hour)

**For an employment application please visit:**

<http://www.tuolumne.courts.ca.gov/employment.htm>

### **Tuolumne County:**

The County of Tuolumne (population 57,000) was incorporated in 1850 as one of the original 27 counties in the State of California. Stretching from the foothills to the crest of the Sierra Nevada Mountains, Tuolumne County is both a recreation paradise and a wonderful place to live. The County contains historic gold mining towns, the pristine Emigrant Wilderness, world-renowned Yosemite National Park, and numerous lakes and rivers. Its proximity to San Francisco (2 hours) and Sacramento (2 hours) makes the County easily accessible year around.

### **The position:**

Under general supervision, this specialized clerical level position performs routine to moderately complex clerical and administrative accounting duties needed to maintain and process financial and statistical records for the Court.

### **Representative Duties**

- Posts transactions and reconciles ledgers and other accounting records to accounting systems.
- Computes obligations, and collects and verifies supporting documentation and approvals for payables.
- Prepares accounting systems documents (e.g. vouchers, encumbrances, warrants, and checks) for approval and distribution.
- Processes, verifies, and reconciles bail, fine, and fee receipts and collection reports.
- Accepts payments by check or cash and issues receipts; reconciles cash against receipts to balance a cash drawer.

- Audits and verifies cashier cash receipts; makes deposits; maintains trust accounts.

### **Judgment and Responsibility:**

Incumbents work under the general supervision of the Court's Fiscal Analyst and perform established tasks in accordance with existing policies, procedures, and standards. Incumbents exercise some independent judgment in balancing and reconciling data, and solving routine problems. Errors are potentially serious and incumbents must determine when to refer anomalies to the Fiscal Analyst for correction. Incumbents in this class have no responsibility for the work of others.

### **Qualification Guidelines:**

Any combination of training and experience that would likely provide the required knowledge and abilities including the knowledge of basic principles, practices and terminology of bookkeeping, is qualifying. A typical way to obtain the required knowledge and abilities would be: an educational level equivalent to a high school diploma or GED and six months to one year of clerical accounting experience.

### **Benefits:**

- Potential to accrue 176 hours of Personal-Time-Off (PTO), which can be used for vacation or sick leave (216 hrs after 3 years; 256 hrs after 10 years);
- 13 paid holidays per calendar year;
- Eight (8) hours flexible leave per FY;
- \$598.00 per month for the Court's health and welfare cafeteria plan, plus a medical reimbursement plan (Café is 100% refundable if employee has medical coverage elsewhere);
- CalPERS 2% at 55 PERS retirement (employer pays employee's 7%); and,
- An interest-free computer loan program for the purchase of personal computers (after one-year of employment).

### **Employment application and Selection procedures:**

- Interested applicants must submit a completed Superior Court of California, County of Tuolumne employment application and a completed response to the three supplemental questions listed below. A resume may be attached, but not in lieu of the Court's employment application.

- Applications must be received by 5:00 p.m. on the closing date. Please forward all application material to:

Superior Court of California, County of Tuolumne  
Attn: HR  
41 West Yaney Avenue  
Sonora, CA 95370  
Fax: (209) 533-6607

- Candidates rated as best qualified, will be invited for a test and/or interview, after which they will be added to a continuous or non-continuous eligibility list.
- If you have any questions concerning the above or wish to request application materials, please call (209) 533-6914 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.
- All applicants must attach a written response in narrative form to the following supplemental employment questions:
  1. Please describe how you have acquired the desired skills and knowledge to successfully fulfill the role and responsibilities of this position?
  2. What experience do you have with government accounting, budgeting, and fund accounting?
  3. What would you consider to be the foundation for an efficient and organized organizational accounting system?